

Security Quickie: Policies and Procedures for Guests

*It's the Holiday Season, (the holiday season), so hoop-de-do, and hickory-dock, and don't forget to hang up the sock...**



Yes we're in the midst of the Holiday Season. For many it is a time for visiting friends and family, or having guests at your own home. At these gatherings there are a variety of traditions we take part in, whether we celebrate Kwanzaa, Hanukah, Christmas, New Years, or just get together with friends. Most families have their own traditions and special activities when having guests, and you know what? So does ITD! Our traditions are called policies and procedures, and we have them in all seasons, not just one! Ok, so maybe they are not very festive, but they are important no matter what the time of year is.

Having guests at ITD is kind of like hosting a holiday party. As a party host, you generally like to know who's at your house, so make sure visitors to ITD sign in at the receptionist's desk when they arrive and sign out when they leave. Help your guests feel welcome, and help departmental people know whom they are by making sure the guest displays their temporary ID badge "between the waist and shoulders, with the visitor indicator plainly visible and right side up".

If a guest doesn't have a badge, you cannot be sure they have checked in, and that just won't do. In fact, don't admit them or let go anywhere until they obtain and display a valid ITD picture or temporary badge. When they end their visit and leave ITD (or at the end of each day), guests need to turn in their temporary badges – they are not party favors to be taken home.

When you have party guests, do you ignore them or let them wander around your house when you're not there? No! Be a good host and make sure your guests are not lonely and do not get 'lost' – make sure they have an escort while in ITD.

Remember that the escort is responsible for the conduct and whereabouts of the guest. Do you let your cousin's kids explore your dresser drawers when they visit? Hmm... probably not. Guests shouldn't go mucking about in places they don't need to either, like other people's offices or the server farm, unless that activity is part of the reason for their visit (and they have permission and an escort).

Like a holiday party, as long as everyone has good manners and consideration for the house rules (whatever department you're in), guests and employees can have a pleasant and safe visiting experience. Indeed, keep these cheery and heart-warming guest policies and procedures in mind and we can all have a Celebration of Security the whole year round!

